

DRAFT

MARSHALL PROCEDURES AND GUIDELINES

MPG 1371.1

Effective Date:

Expiration Date:

PROCEDURES AND GUIDELINES FOR PROCESSING FOREIGN REQUESTS TO VISIT MSFC

Responsible Office: AA01/Center Operations Directorate

TABLE OF CONTENTS

Preface

- P.1 Purpose
- P.2 Applicability
- P.3 Authority
- P.4 Definitions
- P.5 Responsibilities
- P.6 Cancellation

Chapter 1 Processing Visit Requests

Chapter 2 Accreditation for Repeat Visits

Preface

P.1 PURPOSE

To prescribe procedures and guidelines for receipt, coordination, and approval/disapproval of all requests by foreign nationals or foreign representatives for short-term visits to MSFC for any purpose other than a tour of facilities generally open to the public.

P.2 APPLICABILITY

This Directive applies to all organizational elements of MSFC regardless of location. This procedure does not include visits by foreign heads of state or government, ambassadors, and heads of foreign government ministries or space agencies, nor any requests by nationals or representatives of designated countries.

P.3 AUTHORITY (Only applicable parts of the most recent edition apply.)

- a. NPD 1371.3, "Coordination and Authorization of Access by Foreign Nationals and Foreign Representatives to NASA Centers" (in progress)
- b. NPG 1371.1, "Procedures and Guidelines for Foreign Access to NASA Centers" (in progress)

P.4 DEFINITIONS

- a. Foreign National: Any person who is not a citizen or permanent resident alien of the United States.
- b. Foreign Representative: Any person, including a U.S. citizen or permanent resident alien of the United States, who seeks to visit NASA Centers for the purpose of representing a government, business, organization, or person of a country other than the United States.

P.5 RESPONSIBILITIES

a. International Visit Coordinator

The MSFC International Visit Coordinator (IVC) will serve as the installation point of contact for reviewing and approving requests from foreign nationals and foreign representatives for short-term visits to MSFC. The IVC will coordinate such requests with the appropriate organizational Center Export Representative (CER) and, when necessary, the Center Export Administrator.

b. Center Export Representatives

Upon receipt of a request to visit the Center by a foreign national or foreign representative, the CER for the organization sponsoring the visit will complete MSFC Form 4336 and forward it to the IVC.

c. Center Export Administrator

Serves as the Center focal point for export control matters. Concurs/nonconcur on requests forwarded by the IVC and advises CER on approval of requests for visits by foreign nationals and foreign representatives as necessary.

d. Point of Contact

The Center point of contact will review and concur or nonconcur on all requests for visits by foreign nationals or foreign representatives sent to his/her organization by the IVC. If the point of contact agrees to sponsor a foreign national or foreign representative visitor, he/she is responsible for ensuring compliance with badging, personal escorts, and technology control requirements.

P.6 CANCELLATION

None

Carolyn S. Griner
Acting Director

Distribution:
Special

CHAPTER 1

PROCESSING VISIT REQUESTS

1.1 Receipt of Visit Request

1.1.1 All requests to visit MSFC by foreign nationals and foreign representatives shall be coordinated through the IVC. All requests must be in writing to the IVC from either the foreign national or foreign representative or their embassy/consulate, corporation, or agency. The request shall include, as a minimum: the name, citizenship, date and place of birth, social security number (if U.S. citizen, permanent resident alien), organizational affiliation, passport number, dates of the visit, purpose of the visit, and Center point of contact, if known. Center employees or contractors who wish to sponsor short-term visits by foreign nationals or foreign representatives will notify them of the requirement to coordinate through the IVC.

1.1.2 All requests for short-term visits must be received by the IVC at least **15 work days** before the date of the visit. Long-term visits and visits by citizens of designated countries, must be submitted at least **30 work days** before the date of the visit. All concerned parties will review requests for national interest, security, and reciprocity. Approval of any such request must be justifiable in terms of supportable expectation of concrete benefit to NASA.

1.2 Processing Visit Request

1.2.1 Requests received by the IVC directly from the foreign entity will be forwarded on MSFC Form 4336 to the appropriate Center organization that is listed as the point of contact **within 3 work days** of receipt. If the point of contact declines to sponsor the visit, he/she will return Form 4336 to the IVC with rationale for declining, **within 3 work days** of receipt of the request. The IVC will respond in writing to the foreign entity with rationale for denying the visit request. If the point of contact wishes to sponsor the visit, he/she will complete MSFC Form 4336 and forward to the appropriate CER **within 3 work days**. Form 4336 must be properly completed with sufficient justification supporting the visit.

1.2.2 The CER will review all requests for technology transfer considerations, both direct and incidental and, when necessary, consult with the Center Export Administrator. The CER will complete his/her portion of MSFC Form 4336 and forward it to the IVC **within 3 work days**. If the CER denies the request, he/she will also notify the point of contact. The IVC will then notify the foreign entity of the approval or disapproval.

1.2.3 All requests received within the required lead times will be processed so that the requester is notified a minimum of **5 work days** before the start of the visit. Failure on the part of the foreign entity to provide sufficient advance notification may result in a delay in processing the requests. Requests to issue badges to foreign nationals or foreign representatives who arrive at the Center without advance coordination will not be honored. Badges will not be issued to foreign nationals or foreign representatives unless MSFC Form 4336 has been completed and signed by the appropriate individuals.

1.2.4 Requests for long-term visits will be processed as short-term visits. The IVC may choose to seek concurrence from NASA Headquarters, if the visit is for an extended period. This will be evaluated on a case-by-case basis.

1.2.5 Requests for visits by citizens of designated countries will be processed the same as short-term visits. Upon completion of processing on the Center, the MSFC Form 4336, with supporting documentation, will be sent to NASA Headquarters for approval.

2.1 Foreign nationals and foreign representatives participating in programs that require recurring visits may be placed on an accreditation list. If approved by the point of contact, CER, and IVC, the individual can be placed on an accreditation list. This will allow the individual to visit the Center on a recurring basis in connection with the approved program or project for 1 year or completion of the program/project, whichever is earlier. These visits will require an escort unless otherwise requested by the point of contact and the CER.

2.2. Upon request for unescorted access for foreign nationals and foreign representatives, the IVC will forward MSFC Form 4336 to the MSFC Protective Services Office for processing. The foreign entity is responsible for contacting the Protective Services Office to obtain the proper documentation to initiate a National Agency Check. If an individual has been investigated by another Center, it is possible that the investigation may substitute for one being conducted by MSFC. Once the investigation has been completed, the Protective Services Office will notify the IVC, who notifies the foreign entity, the Center point of contact, and the CER. If favorable, the individual will be placed on an accreditation list for unescorted access for a period not to exceed 3 years or program/project completion, whichever is less. If unfavorable, the IVC will notify the foreign entity, the Center point of contact, and the CER that approval to visit the Center has been denied. The granting of escort-required access to someone whose investigation was unfavorable will be evaluated on a case-by-case basis.

2.3 Accreditation lists will be sent to other NASA installations on a recurring basis. When possible, MSFC will use accreditation lists from other NASA installations.